STAFF CARD APPLICATION FORM – CITI AFFILIATES EMPLOYEES

APPLICATION GUIDELINE

- You must be a regular employee of **Regional Operating Headquarters (ROHQ), Citigroup Business Processing Solutions (CBPS), Citi Financial Services & Insurance Brokerage, Inc. (CFSI), or Citicorp Capital Philippines, Inc. (CCPI) – "Bank's affiliates"**. You must be employed for at least six [6] months at the time of application.

IMPORTANT REMINDERS

1. **Do not disclose your Gross Annual Income or salary on the Citi Credit Card and Citi Personal Loan Application Form**. Do not submit any income documents.
2. You are required to enroll your Citi credit card account in the auto-debit facility.
   - For Corporate Cards, you are required to pay in full the Total Amount Due reflected on your Statement of Account on or before the Payment Due Date.
   - For Staff Public Cards, you are required to pay at least the Minimum Amount Due plus the Overlimit Amount, if any, reflected on your Statement of Account on or before the Payment Due Date. If you pay less than the Total Amount Due by your Payment Due Date, your account will be charged interest.
3. Your Citi credit card account will be enrolled in Electronic Statements. You will not receive any paper Statement of Account.
4. The Statement Date for your Citi credit card account will be either the 1st or the 15th of the month.
5. **For Staff Public Card applicants only**: Please ensure that you attach the system-generated COE (with rank only) and one (1) photo-bearing government-issued ID.
6. **For all Corporate Card applicants:** The Visa Corporate Card is intended for use for company-related expenses only and is not for personal use. Use of the Card for personal transactions may be subject to questioning by management.
7. **Other Disclosure:** The product/s and service/s mentioned in this document are not offered to individuals resident in the European Union, European Economic Area, Switzerland, Guernsey, Jersey or other jurisdictions where such product(s) and service(s) may not be available due to applicable laws and regulations or Citibank policy. This document is not, and should not be construed as an offer, invitation or solicitation to buy or sell any of the product/s and service/s mentioned herein to such individuals.

EMPLOYEE DETAILS

Employee's Name	**Print in ALL CAPS** **FIRST** **MIDDLE** **LAST**	**GEID** **SOEID**	
C-Level	☐ Officer - C00 ☐ Officer – C10 ☐ AVP – C12 ☐ SVP – C14 ☐ MD/D – C16 ☐ Officer - C09 ☐ Officer – C11 ☐ VP – C13 ☐ D/SVP – C15 ☐ Non-Officer		
	To find your C-Level, visit Global Talent Management System (GTMS) and click on the "My Profile" tab and you can see your C-Level listed under "Level."		
Department		**Job Title**	
Date Hired		**Email Address**	

CITI CREDIT CARD TYPE

Tick the box corresponding to your chosen product.

For Staff Public Card only	**PT**
☐ Citi Cash Back Visa Card	600
☐ Citi Rewards Visa Card	680
☐ Citi PremierMiles Visa Card	720
☐ Citi Simplicity+ Visa Card	530
☐ Mercury Drug Citi Visa Card	620
☐ Shell Citi Visa Card	690
☐ Citi Prestige Card *(for VP and up only)*	670

For Corporate Cards only	**PT**
☐ Citi Gold Visa Card	550
☐ Citi Platinum Visa Card (for VP and up only)	580

APPROVALS

Supervisor Approval	Name	Signature
Group Head Approval	Name	Signature

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AUTO-DEBIT ARRANGEMENT

This serves as my application and authorization for Citibank, N.A. – Philippine Branch ("Citibank") to automatically debit the Total Amount Due or Minimum Amount Due, as applicable, on my Citi credit card account from and against my designated Citibank Peso Savings Account/Checking Account ("Peso SA/CA") on or before the applicable Payment Due Date.

For Staff Public Card applicants:
I must pay at least the Minimum Amount Due plus the Overlimit Amount, if any, reflected on my Statement of Account on or before the Payment Due Date. If I pay less than the Total Amount Due by your Payment Due Date, my account will be charged interest.

☐ Total Amount Due ☐ Minimum Amount Due

For Corporate Card applicants:

☐ Total Amount Due (**mandatory**)

My nominated Citibank Peso SA/CA Account No:

☐ Savings Account ☐ Checking Account **ACCOUNT NUMBER** | | | | - | | | | - | | | | |

This authority shall remain valid and subsisting while I am employed with Citi. Citibank may, at any time and at its sole discretion, cancel my enrollment for whatever reason and subsequently give me notice of such cancellation. I understand and agree that the execution of this pre-authorized debit transaction is subject to the availability of funds in my nominated Peso SA/CA for the payment of the transaction amount and the applicable service fees, if any, from the above account details as specified. I agree to ensure that there shall be sufficient funds in my nominated Peso SA/CA for the payment of the required amount. Please also debit the above-mentioned Peso SA/CA for the applicable service fees.

My signature appearing below confirms this absolute and irrevocable authorization granted to CITIBANK:

Signature of Citibank Peso SA/CA Accountholder over Printed Name	**Branch and Date of Auto-Debit Enrollment**

IMPORTANT NOTE TO THE CARD APPLICANT: Please ensure that your nominated Peso SA/CA is funded at least one banking day before every monthly Payment Due Date of your Citi credit card account. You understand and agree that in the event your Peso SA/CA is not duly funded during the said period, you will need to pay the amount due on your Citi credit card account using other payment channels, such as through Citibank Online, CitiPhone, Citi Mobile, etc., and will be subject to applicable fees and charges due to late payment or non-payment of the Citi credit card account. Subject to the proper funding of your Peso SA/CA, the auto-debit service shall resume on the succeeding Payment Due Dates. If the nominated Citi credit card account remains unpaid and becomes delinquent and the nominated Peso SA/CA is still unfunded, the Bank reserves the right to offset the obligations on your Citi credit card account against any of your deposits, money market/trust placements, stocks, bonds and other assets without prior notice.

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SALARY DEDUCTION

Attention: Personnel Department
ROHQ, CBPS, CFSI, and/or CCPI

I hereby irrevocably authorize Citibank to deduct from my salary, other remunerations, and from the deposits in my Peso SA/CA with Citibank whatever amount is due from me on account of my having used my Citi Credit Card in the event that I fail to pay the Total Amount Due or Minimum Amount Due, as applicable, on its Payment Due Date.

This authority to make deductions is also applicable against my other benefits due from my employer, the Bank's affiliate, in the event of my separation from employment for whatever reason until the monetary claim of Citibank against me has been fully satisfied.

I further authorize Citibank to deduct from my Peso SA/CA or time deposit accounts any past due amount not previously deducted from my payroll account.

My signature on the form below confirms my absolute and irrevocable authorization to Citibank.

Signature of Principal Applicant over Printed Name	Date

EMPLOYEE CONFIRMATION AND DECLARATION

The terms "I", "my", "me, and "applicant" refers to the person who has applied for one or more Cards with Citibank ("the Bank"), whose application may or may not be approved.

I hereby agree to the following terms and conditions, in addition to the terms and conditions in the Customer Confirmation and Declaration in the credit card application form that I executed:

Right to Offset. I agree that upon my default or delinquency, the Bank may, as my Attorney-in-Fact, in its absolute discretion and without notice, offset my obligations against any of my deposits, money market/trust placements, stocks bonds and other assets coming to the custody, possession or control of the Bank or its subsidiaries and affiliates. For this purpose, I hereby authorize and irrevocably constitute the Bank as my Attorney-in-Fact with full power and authority to inquire about and assert the Bank's lien or legal claim on my deposits, money market/trust placements, stocks, bonds and other assets in the possession, custody or control of the Bank, its subsidiaries and affiliates, and to apply all or part of the deposits, money market/trust placements, stocks, bonds and other assets to offset my obligations. Pursuant to the authority granted to the Bank herein, I expressly authorize the disclosure by the Bank, its subsidiaries and affiliates of any information related to my funds or properties in their custody, in favor of the Bank.

For Staff Public Card applicants only: I agree and understand that, notwithstanding what is provided for in the Citi Credit Card Agreement, I am not eligible to avail of the Citi Call for Cash facility and Balance Transfer from one Citi credit card to another. I also understand that I should ensure that my Citi credit card account does not go overlimit (i.e., that the balance on my Citi credit card account does not exceed my Relationship Limit). Moreover, I understand that I shall be charged the Annual Membership Fee on my Citi credit card and that the same is not waived for the duration of my employment with the Bank's affiliate. I agree that, upon my resignation from or the termination of my employment with the Bank's affiliate, I must pay the total outstanding balance on my Citi credit card account in full and my Citi credit card account shall be closed. I further agree and understand that I may request to keep my Citi credit card account open and to retain the Card subject to the public card renewal criteria of the Bank.

For Corporate Card applicants only: I agree and understand that, notwithstanding what is provided for in the Citi Credit Card Agreement, I am not eligible to apply for a Supplementary Card, and avail of the PayLite, PayLite After Purchase, Balance Transfer, Balance Conversion, and Call for Cash facilities. I also understand that I should ensure that my Citi credit card account does not go overlimit (i.e., that the balance on my Citi credit card account does not exceed my Relationship Limit). I agree that, upon my resignation from or the termination of my employment with the Bank's affiliate, I should fully settle my Citi credit card account, and the same will be closed.

Signature of Principal Applicant over Printed Name	Date